 Independent Verification & Validation Facility	Work Instruction for Director's Discretionary Fund Request Procedure	IVV 07-3 Revision: A Effective Date: February 28, 2005
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APPROVAL SIGNATURES		DATE
Gregory Blaney (original signature on file)	Management System Representative	02/25/2005

REVISION HISTORY			
Rev. No.	Description of Change	Author	Effective Date
Basic	Initial Release	Mike Powers	04/01/2004
A	Update to Procedure Section	Mike Powers	02/28/2005

REFERENCE DOCUMENTS	
Document Number	Document Title
SLP IVV 07	Financial Data Control
SLP IVV 09-4	Project Management

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1.0 Purpose

The purpose of this procedure is to establish a consistent and documented method for requesting Director's Discretionary Funding (DDF) at the NASA IV&V Facility.

2.0 Scope

This WI applies to requesting Director's Discretionary Funding (DDF) at the NASA IV&V Facility.

3.0 Definitions and Acronyms

3.1 Resource Manager (RM)


The RM is a government employee responsible for managing the IV&V Facility's Resource Management Office. The RM is responsible for ensuring the overall integrity of the financial dollars for the IV&V Facility. The RM will implement financial controls through various systems.

3.2 Project Manager (PM)

An IV&V Facility government employee appointed by Facility Management who performs a project management function. PMs are responsible for the project's financial plan: contract dollars, Operation and Maintenance (O&M) funds, and Director's Discretionary Funding (DDF). PMs must verify monthly 533 data from the contractor. PMs are responsible for out year project financial projections (see SLP 9-4). For the context of this SLP, a project is any IV&V, IA, System/Software-Engineering, Research or other task being performed by the IV&V Facility for a customer.

3.3 Program Analyst (PA)

An IV&V Facility government employee who performs Program, Project, and Facility financial analysis. The PAs are responsible for entering monthly 533M cost data into the IFM system and into the IV&V Facility Financial System. PAs are responsible for recording funding received and generating Procurement Requests via the Integrated Financial Management Program (IFMP). PAs validate, analyze, and/or review

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financial reports. PAs support the RM on everyday Resource Management Office activities.

3.4 Director's Discretionary Fund (DDF)

DDF funding is monitored and distributed by the Director of the NASA IV&V Facility. DDF is used for but not limited to augmenting research, forward funding projects, and to enhance the IV&V Facility's infrastructure.

3.5 Acronyms


DDF	Director's Discretionary Fund
IV&V	Independent Verification and Validation
PA	Program Analyst
PM	Project Manager
RM	Resource Manager
RMO	Resource Management Office

4.0 Flow Chart

N/A.

5.0 Responsibilities

Responsibilities for this WI are defined in Section 3.0 Definitions and Section 6.0 Procedures of this WI.


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6.0 Procedure

6.1 DDF Request

When someone is requesting Director Discretionary Funding, the Requester shall submit a DDF Request via a web form found on the NASA IV&V Facility Website Portal. The form can be accessed by clicking RMO under the Help and Support within the IV&V Facility Portal. Select the DDF Form link under the Forms section to Login. Then type in your user ID and password and this will bring up the DDF form. If you are a new user, click the new user link or Request Account link within the RMO page.

Complete ALL the fields within the DDF request form. If a field is not applicable, then type N/A on the field or if it is 0 (Zero) then type 0 (Zero). An error message will appear if any field is left blank on the form and you will not be able to submit the form. Once the form is completed, click the submit button and then the form will be electronically sent to the IV&V Director for approval. After the form is approved or denied, an electronic e-mail notification will be sent to the requester and to the RMO. RMO will process the request by logging the data into the Financial Spreadsheets and then generate the Purchase Request for the approved amount.

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7.0 Metrics

There are no metrics for the IVV 07-3 work instruction.

8.0 Records

Document Name and Identification Number	User Responsible for Record Retention	Retention Requirement	Location
DDF Request Form	Resource Manager / Program Analyst	NPR 1441.1	Tools Lab Server "Thor"